MINUTES OF THE LITERATURE COMMITTEE MEETING

JANUARY 16, 1923

Present: Mrs. McMillan, Mrs. Ford, Miss Petrie, Miss Rue; also Miss Sheibley for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon.

Monthly Topics 1924

Motion - That Miss Finks, Miss Sheibley, Mrs. Tillinghast, and Miss Slade be appointed as committee on monthly topics. Carried.

Leaflets on Monthly Topics

March - The Newest American
Motion - That recommendation to ask Social Service Department to provide helps on this topic be rescinded. Carried.

May - Spanish-Speaking Americans
It was reported that Mrs. Louderbough would probably write on "Seeing is Believing", and committee expressed again its desire to have her do so.

June - The West Indies
The question arose as to whether it was considered advisable to ask three persons to write on this topic in view of the fact that Mrs. Bennett has in preparation a leaflet on the work at Santo Domingo for the Committee on Cooperation in Latin America and that the same would probably be available for the use of our Woman's Board. After discussion it was decided that it would be well to have a leaflet on "How Location Affects Missionary Architecture" and that Mr. Waid be asked for the same.
As Mrs. Roswell Miller expects to visit Santo Domingo soon it was decided that she be asked to interview Mrs. Horace Taylor to secure narrative material to combime an account of impressions of her trip. Should she not care to write a leaflet it was suggested that she be asked for photographs of the country and mission work that might be used for a pictorial leaflet. An illustrated leaflet written in letter style was also suggested.

July - Backward and Forward
After consideration of the type of leaflet that should be circulated in July when reorganization plans would probably be under way the following

action was taken:
Motion - That Miss Ogg and Miss Voss be asked to prepare this leaflet, Miss Ogg to set up the work already done and Miss Voss to write on the outlook on the field. Carried.

August - The Future Leadership of the Church
Miss Petrie will be responsible for this topic.

September - A National Outlook
Motion - That Mrs. Bennett be asked to write on this topic. Carried.

October - The Native Alaskan
Attention was called to the fact that Dr. Young and Dr. Condit had been suggested as possible authors for material on this topic some time ago, and after consideration it was recommended that Dr. Young be asked again and that in case of his inability to do the work he be asked to appeal to some one else in Alaska who might do so and that remmuneration be offered for the manuscript.
It was further suggested that perhaps Miss Jackson might write something along the line of "Human Interest Stories", also that Miss Voss be asked to write, but no definite action was taken regarding these.

November - The Mountaineer of the South
Mrs. Campbell, Mr. Calfee and Miss Dingman were named as possible authors. After discussion it was recommended that in view of his intimate knowledge of their progress to ask Dr. Calfee for a manuscript describing the mountaineer under different circumstances, without education and his growth after having obtained it.
Should Mrs. Campbell be asked it was suggested that remuneration be offered.

December - In Utah
The advisability of changing the wording of the topic "In Utah" was discussed and other topics suggested as follows: "The Work of the Woman's Board in Utah", "Why We Work in Utah", and "The Woman's Board at Work in Utah". Mr. Roundy and Mr. LaRue were suggested as possible authors for material on the subject.

January 1924 - ? ? ?
Decided that this topic be left for consideration later.

__Praise Service 1923__

Reported that Miss Harlan has consented to prepare the praise service for 1923.

Catalogue

Miss Rue reported that the stock is so nearly exhausted that a new issue will be needed by February fifteenth. It was considered wise to have new catalogue for spring presbyterial meetings.

Christmas Service for Missionary Meetings

Mrs. McMillan stated that she could probably procure an author for such a publication.

Text Books 1923-24

Miss Rue stated that the titles of the new books were not yet available, but that the general theme would be "Saving America Through Her Girls and Boys". She felt that this topic offered a great opportunity to develop literature on our special work.

Pictorial School Leaflets

Since Miss Sheibley has pictures in hands it was felt that she might prepare such leaflets which would be especially helpful in connection with the new text books.

School Leaflets

It was felt that the preparation of school leaflets should necessarily be done in the office.

Manuscripts in hands of committee

"Magi" play received through Miss Petrie
"The Missionary Cafeteria"

Plays and Pageants

Miss Rue submitted samples of fourteen plays, pageants and recitations procured from other Boards wishing to know whether it might be advisable to advertise the same in a reprint of the catalogue. These were given Mrs. McMillan and Mrs. Ford to read and comment upon.

Pay for manuscripts

It was decided that the question of offering remuneration for manuscripts be given further consideration later.

Miss Rue asked committee's advice as to whether leaflets out of print should be reprinted and after discussion the following decisions were made:

The Brown Towel - Do not reprint
Hold Steady - Do not reprint
The Life of a Mormon Girl - Ask Mrs. Bennett's advice
Parliamentary Rules - Reprint
The Experience of Chilcat George - Do not reprint

Andrew Johnson - Coppersmith in Embryo - To be reprinted
but title to be changed to "Coppersmith in Embryo"
30,000 Responsibilities and Opportunities - To be reprinted
but that Miss Sheibley review it and bring it up to
date

It was recommended that when the stock of Mrs. Bancker's leaflet "Budgets for Boys - To Say Nothing of Girls" becomes exhausted Mrs. Bancker be asked to revise it so as to make it appropriate for the use of Young People's Department.

Mrs. McMillan suggested that Miss Petrie ask Miss Hollings whether she will prepare a leaflet for Christian Endeavorers along the line of promoting Presbyterian denominational missions that would fasten the minds of the children upon the missionary work of their own church.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE COMMITTEE MEETING

FEBRUARY 20, 1923

Present: Mrs. McMillan, Miss Sheibley, Mrs. Gildersleeve, Miss Rue; also Miss Petrie for a portion of the time.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon:

Monthly Topics 1924 - Reported that committee on monthly topics had not yet met.

Leaflets on Monthly Topics

May - Spanish-Speaking Americans
Reported that Mrs. Louderbough cannot write.
It was suggested that Miss Voss write on this topic including in her manuscript brief items of interest on the various stations. Miss Sheibley offered to ask whether she can prepare such a manuscript while on her present trip.
It was suggested also that some time a leaflet be prepared in attractive form on the work of Miss Blake of Trementina and that it might be entitled "A Dream Come True".

June - The West Indies
Reported that Mrs. Bennett's leaflet "Santo Domingo our Neglected Neighbor" had been secured for use June 1923.
Reported also that Mr. Waid wrote that he could not write on topic suggested but that he would try to procure another to do the work.
Recommended that Mrs. McDowell be approached to write a leaflet when she returns from Porto Rico and Cuba.
Mrs. Roswell Miller cannot write on Santo Domingo because on account of being ill she will not visit there as planned.

July - Backward and Forward
Miss Ogg and Miss Voss will write.

August - Future Leadership of the Church
Miss Petrie will be responsible.

September - A National Outlook
Mrs. Bennett will write

October - The Native Alaskan
No report.

November - The Mountaineer of the South
Dr. Calfee promises to write.
Suggested that leaflet be prepared setting up the life and work of Florence Stephenson.

December - In Utah
No report.

January 1924 - ? ? ?

Christmas Service for Missionary Meetings - Mrs. McMillan

Text Books 1923-24 - Mrs. Gildersleeve expressed regret that Mr. Stowell's book contains little about missions, and recommended that we issue supplemental material to place in the hands of leaders of classes studying this book. The idea was to publish jointly with the Board of Home Missions a series of pamphlets based on the six chapters of the book showing the workings of the child mind on the mission field, including the effect of heredity, environment, the influence of the mission school and the Christian teacher on the child mind. Her plan would link the mission child with the child in the educated home. The plan met hearty approval but it was felt that anything that might be published should be prepared in such form as to be of permanent value to the Literature Department to answer such queries from the constituency as "What has been done by the Woman's Board?". Mrs. Gildersleeve stated that she had written letters to the fields soliciting information for the publication.

Pictorial School Leaflets - Miss Sheibley stated that she thought she could prepare at once pictorial leaflets on Tucson, Asheville, and Menaul.

School Leaflets Needed - No report.

Manuscripts

"America's Opportunity"- Considered too long for publication; to be returned to author.

"Missionary Cafeteria" - Reported that author had been requested to amplify manuscript, but had written her inability to give time to it at present and had asked that it be returned.

"The Sacrificial Barrel" - Offered at "usual rates" - Received unsolicited. The same was given Mrs. McMillan to read and comment upon, and it was suggested that the author be thanked for the same and asked where information about "usual rates" had been brought to her attention.

"Magi Play" - ? ? ?

Remuneration for manuscripts - It was again suggested that an effort be made to learn the policy of the Woman's Board of Foreign Missions in this matter.

Leaflet for Christian Endeavorers - Miss Petrie reported that Miss Hollings would keep the matter in mind.

New Business.

The need for a pamphlet giving ideas for costumes was discussed. It was suggested that such a pamphlet might be entitled "Suggestions for Costuming" and Mr. DeMott was mentioned as a possible author.

The continuous need for devotional helps was considered, and in this connection Mrs. McMillan stated that she hoped there might be prepared some time a publication including prayers taken from the Bible, and asked that the matter be kept in mind. Mrs. McMillan also expressed the hope that there be prepared a pamphlet that shall contain appropriate devotional poems, also those suitable for use as recitations, collected from various sources.

Meeting adjourned.

Stenographically reported

Approved by -

MINUTES OF LITERATURE COMMITTEE MEETING

MARCH 20, 1923

Present: Mrs. McMillan, Mrs. Ford, Miss Finks, Miss Rue.

The meeting was opened with prayer by Mrs. McMillan.

The following items of unfinished business were discussed and acted upon.

Monthly Topics 1924 - Miss Finks submitted list of topics to committee. After carefully considering the same and suggesting a few changes the list was accepted.

Leaflets on Monthly Topics

May - It was reported that it will be impossible for Miss Voss to write, but Miss Dawson promises to gather excerpts from annual reports for the leaflet desired.

June - No report. In further considering authors for this topic it was suggested that in view of the fact that Mr. and Mrs. Corning had just returned from the West Indies they be requested for a leaflet on the subject "What a Traveler Saw in the West Indies".
Miss Finks brought to the committee's attention that in the May issue of the magazine there would appear a splendid article on Trementina by Miss McConnell and she suggested that it would be well to have it reprinted in leaflet form. This met with approval.

July - Manuscript promised.

August - Manuscript promised.

September - Manuscript promised.

October - No report.

November - Miss Finks reports that the article on Miss Stephenson to be printed in the Service Pin Series is excellent.

December - No provision made for topic "In Utah".

Text Books 1923-24

Miss Rue expressed the need for a poster advertising the new text books, and the committee recommended that an appeal for such a poster be sent to the Council of Women for Home Missions accompanied by a sample of the poster that has been prepared advertising the new Foreign Mission books.

Pictorial School Leaflets - No report.

Manuscripts - Mrs. McMillan returned manuscript received from Mrs. Mary W.P. Prickett, 1507 West 14th Street, Wilmington, Del. with the comment that she considered it not acceptable for publication.

Leaflet giving suggestions regarding costumes for plays - No report. Miss Rue stated that she would see Mr. DeMott regarding the same.

New Business.

Miss Rue brought to the committee's attention the fact that the New Era Movement had put out a folder advertising Home and Foreign text books, that the folder was being circulated and that none of the Home Mission books were in hands. She explained the endless amount of embarrassment and work that follows such procedure, and after discussing the matter it was recommended that Mrs. Gildersleeve be sent a memorandum to the effect that it is the sense of the Literature Committee that more cooperation with the committee representing the Board on the New Era would be helpful as it is embarrassing to have a book advertised before it is even on the press causing a great deal of work in answering letters and making excuses which never satisfy.

Miss Rue expressed need for literature on recruiting new workers, but no action was taken on this point.

The following quotation from a letter received from Mrs. A.H. Norton, Keuka College, Keuka, N.Y. was brought to the committee's attention:

> "For some time I have had in mind to compile missionary recitations and declamations into a volume which could be easily used by women's and young women's missionary societies. I have gleaned from the publications of the Presbyterian, Methodist Episcopal, Lutheran, and Baptist, and have a splendid supply. Have written the Central Committee to publish the book so it may be used by all denominations, and have enthusiastic endorsement of Mrs. Montgomery (Baptist) and Mrs. Crouk (Lutheran). Of your publications I would like to use 'The Brown Towel', 'Her Offering', 'Mrs. Pickett's Missionary Box', 'Little Mary's Tithe Box', 'Cousin Jane in Cuba', 'That Lost Five Dollars'."

The committee's advice was asked as to whether permission should be granted for the use of these publications, and after consideration it was recommended that Mrs. Norton be written that she may use the same but that credit should be given to our Board.

Meeting adjourned.

Stenographically reported

Approved by -

HOME MISSION TOPICS

1924

January --- Funds and Forces
- Mechanism and Momentum
- Missionary Dividends
- The Oriental in America

February --- The American Indian
- Government Ward and American Citizen
- Economic and Social Life
- Christianity's Approach

March ------ Newcomers in America
- Need for Christian Social Service
- The Personal Equation
- Americanizing Conditions

April ------ The Negro
- Efforts for Race Progress
- Community Welfare
- Inter-racial Understanding

May -------- Spanish-speaking Southwest
- Our Inheritance
- Plaza Dwellers and Their Homes
- Christian Education

June ------- The Caribbean
- Its Lure
- Island Evolution
- Challenging Conditions

July ------- Achievements of the Year
- Comparisons that Stimulate
- Radiographs
- The Missionary Mail Bag

August ----- The Coming Generations
- The Directed Child
- Helped in Their Teens
- The Adult Adviser

September -- Our Enlarging Vista
- New Interests
- Power, Push, and Propaganda
- Mosaics from Life

October ---- The Alaskan
- The Great White Territory
- Development and Opportunity
- Our Builders

November --- The Southern Highlander
Building on Hidden Foundations
Crusading in America
Looms, Old and New

December --- In and Out of Utah
Underneath and on the Surface
Modern Mormonism
Education versus Education

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MINUTES OF THE ANNUAL CONFERENCE OF THE LITERATURE COMMITTEE

NOVEMBER 20, 1925

Present: Mrs. McMillan, Mrs. Thompson, Miss Gordon, Miss Rue; also Mrs. Corning, Miss Sheibley, Mrs. Gildersleeve, Miss Petrie, Miss Torrence, Miss Finks for a portion of the time.
Excused: Mrs. Leavitt

The meeting was opened with prayer by Mrs. McMillan.

NEEDS OF VARIOUS DEPARTMENTS

The "needs of various departments" was the first item on the list presented.

In connection with the need for the Treasury it was stated that a leaflet could not be prepared until the new budget had been settled unless something inspirational on stewardship perhaps be made ready.

Miss Wilson, secretary for Christian Social Service, was not present but presented a written request for just one leaflet. It was stated that under reorganization, literature for Department for Social Service would be determined by that department of Board of National Missions.

Other departmental needs were not given consideration but will be taken up at December meeting of committee.

YEAR BOOK OF PRAYER 1925

Ways to improve the "Year Book of Prayer" were considered, and the following actions taken, the same to be presented to the committee having the "Year Book" under its supervision.

Motion - That this committee recommend to the Year Book of Prayer Committee that a single editorial policy be adopted regarding the listing of missions and missionaries for the sake of uniformity in the value of material. Carried.

Motion - That this committee regrets the absence of inspirational material in the "Year Book" and suggests that if necessary pages be added in order to include devotional matter. Carried.

The date set for the delivery of the "Year Book of Prayer" from the press this year was November first, a month later than formerly, and it was suggested that the effect on sales be noted to learn whether this was a good plan.

LIST OF MONTHLY TOPICS 1925

There was some question as to whether in view of reorganization women's societies would have special topics as heretofore and after consideration the following action was taken:

Motion - That Mrs. Thompson, Miss Sheibley, and Miss Finks act as committee to consult with representative of Board of Home Missions regarding topics for 1925. Carried.

LEAFLETS ON MONTHLY TOPICS 1924 FOR LEAFLET SUBSCRIPTIONS

Authors and subject matter for leaflets were recommended as follows:

January - "Funds and Forces" - Miss Sheibley and Miss Torrence

February - "The American Indian" - Miss Sheibley has material on hands that may be compiled in a leaflet. It was suggested that material of other Indian organizations, such as Indian Association, be reviewed.

March - "Newcomers in America" - Helen Crawley, Maud Rice, Mrs. Waid. Mrs. McMillan recommended that we have a leaflet on "Neighborly Work for Newcomers" explaining the Follow-Up System of Ellis Island Committee and suggesting methods to be used by women's societies who live in towns where immigrants settle.

April - "The American Negro" - Dr. Haynes, Dr. McCrory, Mrs. McCrory, Mr. Alexander Suggested that leaflet on the "Pros and Cons of Negro Migration" be prepared.

May - "Spanish-speaking Southwest" - Mrs. G.F. Sevier, Denver, Colo., Miss Jean McComn, Dr. McLean.

June - "The Caribbean" -

July - "Achievements of the Year" - Miss Dawson, Miss Voss.

August - "Coming Generations" - Miss Petrie. Suggestion was made that portions of Dr. Finley's book "The Debt Eternal" be reprinted in leaflet form convenient for the average woman, and that Mrs. Gildersleeve keep this matter in mind as she teaches the book. It was suggested that the quotation about newcomers from Franklin K. Lane in the first chapter might be reprinted in leaflet form.

September - "Our Enlarging Vista" - Mrs. Bennett.

October - "The Alaskan" - Dr. Condit is preparing leaflet on Sheldon Jackson School. The need for a leaflet on Haines House was presented, and the procuring of author for same left with Miss Gordon.

November - "The Southern Highlanders" - Mrs. Campbell.

LEAFLETS ON MONTHLY TOPICS 1924 FOR LEAFLET SUBSCRIPTIONS cont.

December - "In and Out of Utah" - Dr. Davis, Dr. Reherd. It was suggested that reprints be made from the December 1923 issue of The Home Mission Monthly, for instance the article on Mormon Temples and Tabernacles.

CATALOGUE

Under reorganization the catalogue should include all publications of the Board of National Missions, and it was recommended that plans for the new catalogue, which is was felt should be ready in time for spring meetings, be taken up by the committee on topics, Mrs. Thompson, Miss Sheibley, and Miss Finks, with a representative of the Board of Home Missions.

It seemed desirable that fine publications of other Boards and publishers suitable for use in our societies be included in new catalogue.

THE DIAL 1925

Motion - That "The Dial" be continued for another year. Carried.

PRAISE MEETING PROGRAM 1924

Miss Helen Lyons, of Washington, D.C. was suggested as a possible author.

The fact that requests are received for a pageant for praise services was submitted. Approved but no action.

SUMMER OFFERING LEAFLET 1924

Miss Sheibley will be responsible for Summer Offering leaflet.

ASSOCIATE MEMBERS

It was suggested that methods that have proved effective in successful departments for associate members be compiled in a leaflet, and it was recommended that successful workers be asked for such material.

STANDARDS OF EXCELLENCE

It was recommended that committee be appointed to advise with Board of Foreign Missions regarding the revision of the "Standards of Excellence" needed April 1, 1924.

HOW TO SUCCEED WITH THE STANDARD OF EXCELLENCE -

It was suggested that "How to Succeed with the Standard of Excellence" might be told by a leader whose society or presbytery had reported signal

HOW TO SUCCEED WITH THE STANDARD OF EXCELLENCE cont.

success becaise it is evident that many officers do not understand the standards. It was recommended that committee having revised "Standards of Excellence" in charge consider this need also.

HISTORICAL

Because of recent advice sent tp School Executives to procure material for a Founder's Day Program from our Literature Department, the need for historical literature was reported as immediate. At present there is absolutely no leaflet matter regarding following mission stations:

Chinese
- Chinese Mission Home
- Tooker Memorial Home
- Occidental

Indian
- Dwight Indian Training
- San Miguel
- Topowa
- Stotonic
- Indian Wells
- Neah Bay
- Elm Spring

Mexican
- Agua Negra
- Chacon
- El Prado de Taos
- Embudo
- San Juan
- Truchas
- Brooklyn Cottage Hospital

In Utah
- Ferron
- Gunnison
- Monroe
- Panguitch
- St. George
- Salina

Mountaineers
- Langdon Memorial
- Mossop School for Girls
- Brush Creek
- Climax Springs
- Cortland
- Dorothy
- Dry Creek
- Harlan Co. Community Life
- Juniper
- Montcoal
- Osage Iron Works
- Proctor
- Rocky Forl
- Sycamore
- Traveler's Rest
- Vardy
- Westminster
- Wooton

West Indies
- Cabaiguan
- Caibarien
- Camajuani
- Havana
- Kate Plumer Bryan Memorial
- Nueva Paz
- Sancti Spiritus

Motion - That permission be asked of the Board for committee to, if possible, employ Mrs. Emily Baker at a reasonable sum to collect necessary material for historical leaflets on the fields indicated. Carried.

DEVOTIONAL SERVICES

The need for a new series of "Devotional Services" for 1925 was presented. It was recommended that this need be referred to committee on topics, Mrs. Thompson, Miss Sheibley, and Miss Finks.

PRINTED PRAYERS FOR CHILDREN

It was suggested that American Tract Society might have material to meet this need.

PROGRAMS FOR SPECIAL OCCASIONS FOR BOTH JUNIOR AND ADULT USES

It was recommended that Mrs. Waid be asked to prepare two pamphlets, one for adults and one for juniors, containing programs for special occasions, as follows: Christmas, Easter, Memorial Day, Fourth of July, Washington's Birthday, Anniversary Meetings.

NATIONAL MISSIONS WEEK 1924

It was recommended that should there be a National Missions Week in 1924 plans be made early for its observance.

METHODS

The need for printed matter on the following was suggested:

Suggestions for making poster announcements
Suggestions for making clever invitations and programs
Suggestions for making inexpensive costumes
Hints for successful committee work in missionary societies

To meet this need it was recommended that leaflets be compiled from material that shall be solicited from field secretaries and speakers. It was also suggested that material already in hand from Mrs. Silverthorn (procurable through Mrs. Gildersleeve) and Mrs. Cronk (procurable through Miss Streeter) be put in printed form.

COLLECTION ENVELOPES

The need for special offering envelopes having on their face a picture of the field for which they are intended was presented, and after consideration the following action was taken:

Motion - That if considered necessary envelopes for offerings for special fields be printed. Carried.

COIN CARD FOR PATRIOTIC OFFERINGS

Advice was asked as to whether it might not be a good plan to have a coin card for patriotic offerings. After discussion the printing of such a card was considered inadvisable.

MITE BOXES

Samples of various styles of mite boxes were presented to the committee, and the following action was taken:

Motion - That Miss Rue select such a style of mite box as she considers best. Carried.

LEAFLETS ON FOLLOWING SUBJECTS ARE NEEDED

The need for leaflets on the following subjects was considered and authors suggested as indicated.

Changing Conditions in Mountains of the South - Miss Dingman
The Influence of Christian Schools in Utah -Pastor of Mt.Pleasant Church, Mr. Boand
The Bible in Our Mission Schools - Miss Florence Stephensen
Missionary Dividends - Some stories showing results of our work - Mrs. Gildersleeve brought to attention such "products from mission schools" as had already been printed for the special use of study classes ("Called to Preach", "Called to Evangelize", "Called to Nurse"). These were considered fine and it was suggested that more along this line be published.
Orientals in America - Mrs. Bennett.

PLAYS

In considering possible authors for new plays the question arose as to whether and how much remuneration should be offered for a good play. No definite action was taken. In was suggested, however, that Miss Catherine Culnan be asked whether she would be willing to furnish a manuscript for an Indian play, also that an advertisement soliciting authors for plays be placed in the Westminster Guild Bulletin.

Meeting adjourned. Topics not considered will be taken up at December meeting.

Stenographically reported

Approved by -